

DONATIONS FORM INSTRUCTIONS FOR COMPLETION

Purpose: The Donations form is a document developed to maintain a record of the goods and/or services provided to the Children's Division for the benefit of the children and families it serves for fiscal auditing purposes.

Completion

Section A: Donor/Contact Person Information

Section A is to be completed by the Accepting CD Employee.

Name: Provide the name of the donor/contact person.

Primary Telephone Number: Provide the donor/contact person's primary telephone number.

Alternate Telephone Number: If given, provide the donor/contact person's alternate telephone number.

Address: Provide the address of the donor/contact person.

City: Fill in the donor/contact person's city.

State: Fill in the donor/contact person's state.

Zip Code: Fill in the donor contact person's zip code.

Section B: Donation Description

Section B is to be completed by the Accepting CD Employee.

In the space provided, the accepting CD employee should briefly describe the form of donation, which includes but not limited to, the name of the item, description of the physical item, fair market value of the item, quantity, or service being provided.

Donor Restrictions: The accepting CD employee should describe any restrictions placed on the donation by the donor. If there are no restrictions placed on the donation, please write none in the space provided.

Written Acknowledgment Sent: The accepting CD employee should check Yes or No. If no, the employee should explain in the provided space. When a donor requests to remain confidential please note in the space provided.

Accepting Children's Division Employee Signature and Date: This should be signed and dated by the accepting CD employee.

Circuit Manager/designee Signature and Date: This should be signed and dated by the Circuit Manager/designee of the accepting CD employee.

The CD-141 shall be retained in a designated file at the Circuit Manager's office for a period of 5 years from the date of the Circuit Manager/designee signature date. This file shall be made readily available when requested by either the Regional Office or Central Office.

Memoranda History: [CD06-42](#)